

ADMINISTRATIVE - INTERNAL USE ONLY

23 April 1971

MEMORANDUM FOR: Director of Personnel

**SUBJECT : Use of the Fitness Report Control System to
Monitor the Career Selection Process**

1. We have developed the following system in accordance with your request. We believe that the actions indicated will ensure proper control of the career selection process. These procedures have been coordinated with each of the OP components concerned.

a. Using the current Fitness Report control roster (184), SRB will re-program to incorporate two additions:

(1) the inclusion of two more reporting periods of 24 and 33 months; and,

(2) a master control roster of only those employees in provisional status on whom Fitness Reports are due to be used by SPD and SAS in monitoring the system.

b. The monthly TRB distribution of the Fitness Report control roster (184) will remain the same. Each office will receive a roster notifying them of the Fitness Report due dates, type of report (Initial, 24 month, 33 month, or annual) on assigned staff employees. Advance notice of 3 months will be given to ensure timely preparation of these reports.

c. The Fitness Report form 45 will be a different color for each reporting category: Initial (9 months) - blue; 24 and 33 months - pink; and, annual - white. This is to aid in deciding the correct channels of distribution and to emphasize the distinction between the trial period and career provisional and career employee status.

d. All prepared Fitness Reports will be sent to TRB's Fitness Report Control Unit as is the current practice.

e. TRB will log them in and up-date and purge the 184 data base.

f. At this point, instead of sending all Fitness Reports to OP File Room for filing in the Official Personnel File, the

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colored form 45's - blue and pink - will be forwarded to SPD.

g. Appropriate SPD placement officers will review the Fitness Reports of all Career Provisional employees assigned to their Directorates. They will also interview those employees who are available in headquarters and discuss with them their performance and career interests. When the circumstances so indicate they will also review these matters with the appropriate operating and career service officials. The purpose of the review and discussions is to evaluate the propriety of the employee's initial placement and his performance and potential for career service. This lead time and periodic monitoring of the placement and performance of Career Provisional employees should ensure that the responsible officials have sufficient time to counsel or take appropriate administrative action while the employee is in Career Provisional status.

h. The final Fitness Report during the Career Provisional period (33 month) will contain specific recommendations by the employee's supervisor and his responsible Career Service official as to whether the employee should be converted to Career Employee Status. If the Career Service recommends such conversion, the Fitness Report will be accompanied by an appropriate SF 1152. SPD will promptly refer all cases to SAS for review and appropriate action.

(1) If conversion has been recommended by the Career Service, SAS will review the Eyes Only Files before forwarding the SF 1152 to TRB for processing.

(2) If conversion was not recommended, SAS will collaborate with Career Service officials in determining the appropriate action.

1. After completing the proper review channels career provisional Fitness Reports are filed in chronological order in the employee's Official Personnel File and remain part of his permanent record of service.

2. This procedure will eliminate need for the current 6 month call-up rosters which are being used to identify employees for career selection. With your approval, we are ready to initiate the necessary changes.

STATINTL

Chief, Review Staff

Distribution:

- Orig. & 1 - Addressee
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